Invoicing, Receipt, Acceptance and Property Transfer

Energy Receiving Report

To learn how to electronically submit and take action on iRAPT documents
through simulations and step-by-step procedures, visit the
WAWF e-Business Suite Web Based Training Main Menu and select iRAPT.

Table of Contents

1 Description

iRAPT includes the functionality for submission and processing of the Energy Receiving Report.

1.1   Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting an Energy Receiving Report (Standalone) transaction.

Entitlement Systems

Entitlement System	iRAPT Support	EDI Capable
EBS	YES	YES

1.2   Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the iRAPT Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- **Label**
- **Requirement entry:**
    - Mandatory – must be entered
    - Optional – may/may not be entered depending upon the contract requirements
    - Conditional – require entry of some other data elements
    - System Generated – iRAPT calculated or populated field
- **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

1.3   Standard Workflow and Status

Note: Other Acceptance is not allowed when Ship To DODAAC is FMD

1.4 Standard Workflow and Status

Source/Source

Role	Action	Recipient	Status
Standard Process			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection/Acceptance	Accepted / Processed	
Pack Later and Transportation Later			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection/Acceptance	Initiator	Accepted
Initiator	Add Pack Data	Accepted / Processed	

S/D (includes S/O)

Role	Action	Recipient	Status
Standard Process			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	
Pack Later and Transportation Later			
Initiator	Creation	Inspector	Submitted
Inspect By	Acceptance	Initiator	Inspected
Initiator	Add Pack Data	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	

D/D (includes D/O and O/O)

Role	Action	Recipient	Status
Standard Process			

Initiator	Creation	Inspector/Acceptor	Submitted
Inspect By (If entered)	Inspection	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	
Pack Later and Transportation Later			
Initiator	Creation	Initiator	Submitted (held)
Initiator	Add Pack Data	Inspector/Acceptor	Submitted
Inspect By (If entered)	Inspection	Acceptor	Inspected
Acceptor	Acceptance	Accepted / Processed	

1.5   Status

When the ERR is created the document's status is "Submitted."

1.6   Recall

Documents created and not processed by the government official may be recalled.

2 Document Creation

2.1   Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Energy Receiving Report (Standalone) makes the appropriate choice.

Contract Number Edits

Label	Entry Requirement	Size
Contract Number	Mandatory	
DOD FAR FY17 and later		

No special characters, Cannot have 'I' or 'O' in any position.
 	
  o POS 1-6: Must be a valid DoDAAC
  o POS 7-8 (Fiscal Year): must be numeric and must be ≥ 16 and < 66
  o POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
  o POS 10+: POS 10-13 cannot be '0000'
		13

DOD FAR FY16 and prior	

No special characters, Cannot have 'I' or 'O' in any position.
  o POS 1-6: Must be a valid DoDAAC
  o POS 7-8 (Fiscal Year): must be numeric and must ≤ 16 or >65
  o POS 9: Must be alpha. Cannot be: B, E, I, J, N, O, Q, R, T, U or Y
  o POS 10+: POS 10-13 cannot be '0000'
	13

Uniform PIID FY16 and later	

No special characters, Cannot have 'I' or 'O' in any position.
  o POS 1-6: Must be a valid FEDAAC
  o POS 7-8 (Fiscal Year) : Must be numeric and must be ≥ 16
  o POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z
  o POS 10+: Position 10 and after cannot be all zeros.
	13-17

Uniform PIID FY15 and prior	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
No special characters	1-19

Delivery Order Number Edits

Label	Entry Requirement	Size
Delivery Order Number	Conditional	
DOD FAR FY15 and later		

No special characters. Cannot have 'I' or 'O' in any position.
Prohibited when POS 9 of Contract Number is C, F, H, M, P or V
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'
Required when POS 9 of Acquisition Contract Number is 'D'
  o POS 1-6: Must be a valid DoDAAC
  o POS 7-8: Must be numeric, Must be ≥ 16 and < 66
  o POS 9 must be 'F'.
  o POS 10+: POS 10-13 cannot be '0000'
		13

DOD FAR FY16 and prior	

No special characters, Cannot have 'I' or 'O' in any position.
 	
Prohibited when POS 9 of Contract Number is C, F, M, P, V or W
 	
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'
 	
Required when POS 9 of Acquisition Contract Number is 'D'
 	
4 Character DO Numbers Edits:
    o 'A' and 'P' prohibited in first position
    o '0000' is not an acceptable value
 	
13 Character DO Numbers Edits:
    o POS 1-6: Must be a valid DoDAAC
    o POS 7-8: Must be numeric
    o POS 9 must be 'F'.
    o POS 10+: POS 10-13 cannot be '0000'
	0,4 or 13

Uniform PIID FY16 and later	

No special characters, Cannot have 'I' or 'O' in any position.
 	
Prohibited when POS 9 of Contract Number is C, F, H, P or V
 	
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'
 	
Required when POS 9 of Acquisition Contract Number is 'D'
    o POS 1-6: Must be a valid FEDAAC
    o POS 7-8 (Fiscal Year) : Must be numeric and must be ≥ 16
    o POS 9: Must be 'F'
    o POS 10+: Position 10 and after cannot be all zeros.
	13-17

Uniform PIID FY15 and prior	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
No special characters	1-19

Cage Code & Pay Office

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
Pay DoDAAC	Mandatory	6/6
Reference Procurement Identifier	Optional	1/19
	The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met: • The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16). • The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: - The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents. - The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents. • The entered Contract Number has an "F" in the 9th position.	

Following entry of the Contract Number where first six positions are Energy Issue By DoDAAC, Delivery Order, originator's CAGE Code, EBS Pay DoDAAC and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

2.2 Document Selection

Based upon Contract Number and Pay Office entered, the application will present the Energy document types (web create only) that may be created for the associated Entitlement system. There may be one or more additional data elements to be flagged to further identify required document elements. **Energy Price Corrected Invoice** has been added in order to correct a document already in iRAPT or a document not in iRAPT.

Document Selection (Initiator)

Label	Entry Requirement	Size
Energy Receiving Report	Mandatory	1/1
	Allows the initiator to submit an Energy Invoice and Receiving Report (ECOMBO)	
Inspection	Mandatory	1/1
Acceptance	Mandatory	1/1
Currency Code	Mandatory	3/3
	This is a mandatory field that will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes that are allowed are based on the Pay DoDAAC.	
Tanker/Barge	Select this checkbox if the Energy Receiving Report needs to be marked as Tanker/Barge.	

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated. Additional Routing Codes may need to be entered based on workflow selected.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment Number and Shipment Date fields. The Initiator can edit all pre-filled information.

2.3 Routing Codes

Based upon the results of the EDA query previously conducted, the available routing codes will be pre-populated and visible at this point. The user has the option to edit/update these codes. The Routing elements entered are used to route the document through the workflow to the appropriate users.

Label	Entry Requirement	Size
Issue Date	Optional	10/10
	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Mandatory	6/6
	Refers to the organization that issued the contract.	
Admin DoDAAC	Mandatory	6/6
	Refers to agency responsible for administering the contract terms.	
Inspect By DoDAAC	Optional	6/6
	Refers to the agency responsible for inspecting the invoice. If entered, this DoDAAC must be the same as in the Ship To DoDAAC.	
Inspect By DoDAAC Extension	Conditional	1/6
	Requires entry of the Inspect By DoDAAC. Field is disabled until the Inspect By DoDAAC field has an entry.	
Mark For Code	Optional	6/6
	Further delineates shipping instructions. Available for Fast Pay Invoices only.	
Mark For Code Extension	Conditional	1/6
	Requires entry of the Mark For Code. Field is disabled until the Mark For Code field has an entry.	
Shipment Date	Mandatory	10/10
	Refers to the date of the shipment.	
Ship To Code	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor.	

	May be a CAGE or DoDAAC.	
Ship From Extension	Conditional	1/6
	Requires entry of the Sip From Code	
Accept By DoDAAC	Optional	6/6
	Refers to the agency/organization that will accept the shipment.	
Accept By Extension	Conditional	1/6
	Requires entry of Accept By DoDAAC	

2.4   Additional Information

Please Note the following additional edits:

Source/Source:
The Ship To may not be the same location code as the Inspect By.

Source/Destination:
Inspect By must be entered and may not be the same location as the Ship To.

Source/Other:
The Inspect By may not be the same location code as the Ship To. The Accept By may not be the same location as the Ship To.

Destination/Destination:
If entered, the Inspect By must be the same as the Ship To/Accept By.

Destination/Other:
The Accept By may not be the same location as the Ship To. If entered, the Inspect By must be equal to the Ship To code. This would mean that if a CAGE or Contractor DoDAAC were entered, there will not be an Inspect By field.

Other/Other:
The Accept By may not be the same location as the Ship To. If entered, the Inspect By must not be equal to the Ship To code.

2.5   Data Capture

Once the basic data required to set up the document and workflow requirements has been entered, the user is provided the opportunity to enter the data that creates the document. This is presented in a series of data capture tabs.

2.6 Header Tab

Header Tab (Initiator)

Label	Entry Requirement	Size
Supplies	Conditional	1/1
	Radio button selection. "Supplies" is default selection.	
Shipment Number	Mandatory	2/8
	Number used to identify the shipment.	
Shipment Date	Mandatory	10/10
	Date the shipment is shipped. YYYY/MM/DD	
Estimated	Conditional	1/1
	Dropdown list. Default is blank.	
Estimated Delivery Date	Optional	10/10
	Estimated date the shipment is expected to arrive. YYYY/MM/DD	
Final Shipment	Mandatory	1/1
	"Y" or "N" required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of 'N' or 'Y'.	
Final Invoice	Mandatory	1/1
	"Y" or "N" required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of 'N' or 'Y'.	
Submit Transport Data Later	Optional	1/1
	Checkbox. Used if the shipment data is not attached to the shipment.	
Transport Account Code	Optional	1/4
TCN	Optional	17/17
Gross Weight	Optional	1/6
	Numeral only	

Cube	Optional	1/8
FOB	Optional	1/1
	Drop-down selection	
Serial Shipping Container Code	Optional	18/18
Standard Carrier Alpha Code	Optional	1/4
Bill of Lading Number	Optional	1/29
Secondary Transportation Tracking Number	Conditional	1/30
	Required when Secondary Transportation Tracking Type is selected.	
Secondary Transportation Tracking Type	Conditional	2/2
	Drop down selection. Required when Secondary Transportation Tracking Number is entered.	
Transportation Method/Type	Optional	1/1
	Dropdown selection.	

2.7   Transportation Later

Transportation Later applies to the Energy Receiving Report portion of the COMBO and will follow the same workflow as Pack Later. During create, the Vendor can select the Submit Transportation Data Later Checkbox on the Header Tab and submit the document. If Source Acceptance, Inspector can inspect/accept the document at this time.

Vendor can access the document through the History folder's 'Add' link and can either add the Transportation Data to the document and submit OR, the vendor can submit without Transportation Data.

Transportation Method/Type Codes
Please refer to the Transportation Method/Type Code Table maintained under the "Lookup" tab on the WAWF web site to access the current list of codes.

2.8   Address Data Tab

The address data is pre-populated based upon the codes entered on the routing window. The data can be modified by the user.

Address Data Tab

Label	Entry Requirement	Size
Payee/Activity Name 1	Optional	1/60
Payee/Activity Name 2	Optional	1/60
Payee/Activity Name 3	Optional	1/60
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/25
State	Optional	2/2
Zip	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

When entering Address data, WAWF will require the following Address combinations **if** a user attempts to modify pre-populated data:

- **For U. S. Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.

- **For Non-U. S. Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.

- **For U. S. Military Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.

2.9   Mark For Tab

The Initiator is able to enter Mark For comments.

Mark For Tab

Label	Entry Requirement	Size
Mark For Rep	Optional	1/2000
Mark For Secondary	Optional	1/2000

2.10   Comments Tab

The Initiator is able to enter document level comments.

Comments Tab

Label	Entry Requirement	Size
Initiator Comments	**Optional**	1/2000

2.11   Line Item Tab

NOTE: CLIN/SLIN/ELIN/CDRL ELIN data will be pre-populated from EDA if contract information is available, and will remain editable.

In addition, a column exists for Pricing Data. If pricing data for the line item was populated from the Prices to Web system, the indicator will set to "Y". If pricing data was not populated or if the user has edited the line item and changed the pricing data, the indicator will be set to "N".

CLIN/SLIN/ELIN

Label	Entry Requirement	Size
Special Package Markings/Special Handling Requirements	Optional	
	List box: Select a mark or requirement on the left side and click the right arrow to move to the right list box.	
Other Special Package Markings/Special Handling Requirements	Optional	1/80
Line Item Details	Mandatory	4/6
	At least one Line Item is required. 1-999 Line Items allowed per document.	

2.12 Line Item Details

CLIN/SLIN/ELIN Tab

Label	Entry Requirement	Size
Item No	Mandatory	1/6
Product/Service ID	Mandatory	1/48
Product/Service ID Qualifier	Mandatory	
	Drop down selection	
Add Additional	Optional	

	Add more Product/Service ID and Product/Service ID Qualifier pairs.	
Qty Shipped	Mandatory	1/12
Unit of Measure	Mandatory	2/2
Not Separately Priced (NSP)	Optional	
	Checkbox to check if NSP, when checked indicates the items on that CLIN are not separately priced. When NSP box is checked, the Unit Price is populated with NSP lettering. There is no dollar amount in the Unit Price and the Amount fields are blank.	
Unit Price	Optional	1/19
Multiple Box Pack Indicator	Conditional	
	Drop down selection. Default selection is N.	
PR Number	Optional	1/30
GFE?	Conditional	
	Drop down selector. Default selection is N	
Advice Code	Optional	
	Drop down selection.	
Project Code	Optional	
	Enter the Project Code.	
Special Package Markings/Special Handling Requirements	Optional	
	List box: Select a mark or requirement on the left side and click the right arrow to move to the right list box.	
Other Special Package Markings/Special Handling Requirements	Optional	1/80
	Required when Type Designation Method is selected.	

Type Designation Method	Conditional	
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/100
	Required when Type Designation Method is selected.	
Description	Mandatory	1/2000

2.13 MILSTRIP Tab

Milstrip Tab is populated on Line Item (CLIN/SLIN/ELIN) page.

Label	Entry Requirement	Size
MILSTRIP No.	Optional	1/15
	Mandatory if MILSTRIP Number provided. Must match Line Item Quantity Captured on Services ERRs but not transmitted to the entitlement system.	
MILSTRIP Qty.	Conditional	0.2/8.2
	Mandatory if MILSTRIP Number provided. Must match Line Item Quantity Captured on Services ERRs but not transmitted to the entitlement system.	

2.14 Batch/Lot & Shelf Life Tab

Label	Entry Requirement	Size
Manufacturer OR CAGE/DUNS/DUNS+4	Mandatory	1/25
CAGE/DUNS/DUNS+4	Must be 5, 9 or 13 in length.	
Batch/Lot Number	Mandatory	1/20
Shelf Life Expiration Date	Optional	8/8

16

Quantity	Mandatory	1/8

2.15 Statement of Quality

Note: Quality Statement is at the Line Item level. The Sub-Commodity Dropdown will be populated based on selected Commodity. The Vendor is permitted to add to the Quality Statement at any time up to the point of acceptance.

Label	Entry Requirement	Size
Commodity	Optional	1/1
	Only One Commodity may be selected per line item.	
Sub-Commodity	Conditional	1/1
	Commodity and Sub-Commodity must be selected before a test can be loaded. More than one Sub-Commodity may be added for each Commodity entered.	
Load Test	Conditional	1/1
	Selecting Load Test for test to be loaded. The rows loaded in the test template are based on Commodity and Sub-Commodity and are populated from database. There is no limit to the number of tests to be loaded.	
Test	Optional	1/1
	Selecting Test A, B, C, etc does not affect the rows that are displayed. Specific rows must be completed for the appropriate test type.	
Comments	Optional	1/2000
Attachments	Optional	20MB
	Currently the attachment size is being set to 20MB. However, this is subject to change.	

2.16 Time Statement Tab

Note: Time Statement is only available when Tanker/Barge indicator is selected on document create. The Vendor is permitted to add to the Time Statement at any time up to the point of acceptance.

Label	Entry Requirement	Size
Loading Report	Conditional	1/1
	Read Only field. Loading Report is automatically selected for S/S workflow.	
Discharge Report	Conditional	1/1
	Read only field. Discharge Report is automatically selected for S/D, S/O, D/D, D/O and O/O workflows.	
Name of Vessel	Optional	1/25
Draft Arrival Fore	Optional	1/2
Draft Arrival Aft	Optional	1/2
Draft Sailing Fore	Optional	1/2
Draft Sailing Aft	Optional	1/2
First	Optional	1/10
Last	Optional	1/10
Prior Inspection (DODAAC)	Optional	6/6
Condition of the Shore Pipeline	Optional	1/10
Barrels (42 Gals) (Net)	Optional	1/10
Loaded Discharged Loss/Gain Percent	Negative sign in front of the full number indicates loss.	
Gallons	Optional	1/10
Loaded Discharged Loss/Gain Percent	Negative sign in front of the full number indicates loss.	
Tons (Long)	Optional	1/10
Loaded Discharged Loss/Gain Percent	Negative sign in front of the full number indicates loss.	1/10
Date	Optional	10/10
	Must be in YYYY/MM/DD	

Time	Optional	4/4
	Must be in HH:MM format	1/10

2.17 Misc. Info. Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for ERR from Final Invoice	
Attachments	Optional	20MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB; however, this is subject to change.	

2.18 Pack Tab

The Vendor either selects the "Pack Later" check box or start packaging via the "Pack CLIN" icon. "Action" icon box will also appear where the Vendor can select an appropriate entry. Once the first Package ID has been added, the Vendor may elect to add additional Package Ids beneath the first one. Once packages are created, Vendor can click on "Pack CLIN" icon. Vendor can add CLIN/SLIN/ELIN/UIDs beneath the Pack ID via the Pack CLIN/SLIN/ELIN/UID link. When finished, the pack tab will consist of a series of nested containers representing the packing structure of the transaction. The following rules are applied:

- For Pack Later, the Vendor must access the document from the View Vendor Documents folder and select the "Add" link under the Pack column. This will retrieve the document and allow the Vendor to add the pack data. Vendor also has the option de-select pack later by clicking the checkbox marked 'Submit without Pack Data' on the Line Item Tab. Comments are then mandatory.

- If the Pack Type is RFID, Pack ID characters allowed are numerals 0-9 and letters A-F, only. No spaces and no special characters will be allowed. The field size must be exactly 16, 24, 32, or 64. If the Pack Type is something other than RFID, the standard keyboard characters allowed by WAWF will be permitted and the maximum field size will be 64.

- A Pack must contain either another pack, or a CLIN. It may contain multiple packs. Packing levels can be nested only five levels deep.

- Every CLIN on the document must be accounted for on the Pack tab.

- Total quantities for each CLIN must be accounted for on the Pack tab.

- Every UID on the document must be accounted for on the Pack tab. A UID can only be placed under its own CLIN.

Pack Tab (Initiator)

Label	Entry Requirement	Size
Pack Later	Optional	1/1
	When "Pack Later" is selected, the Add Pack and Pack CLIN buttons disappear from the page. The Vendor has the option of "packing later" - submitting the document and returning later to create the Packaging information. For Pack Later, the Vendor must access the document from the View Vendor Documents folder and select the "Add" link under the Pack column. This will retrieve the document and allow the Vendor to add the pack data. Vendor also has the option to de-select pack later by clicking the checkbox marked 'Submit without Pack Data' on the Line Item Tab. Comments are then mandatory.	
Add Package Id	Conditional	1/1
	Mandatory if adding Pack Data. After saving Package ID, additional Package IDs may be created. Selecting the Add Package icon outside the package represents placing another package beside the package already created.	
Package ID	Conditional	16/64
	Mandatory if adding Pack Data. The Package ID for type "RFID" must have a length of exactly 16, 24, 32, or 64. The only characters allowed are numerals 0-9 and letters A-F. No spaces and no special characters are allowed.	
Package Type	Conditional	1/1
	Mandatory if adding Pack Data. RFID. This identification number is entered into a WAWF document as Pack (Package) data.	
Add Pack ID to Pack Icon	Optional	1/1
	Add Pack ID to Pack icon will present itself after the Package ID has been added	

	Selecting the Add Pack ID to Pack icon within the box represents placing another package inside that package.	
	Packing levels can only be nested five levels (layers) deep.	
	The Department of Defense adheres to ISO standards for RFID tagging. See below to see a 5-layer diagram and explanations of all five layers.	
Pack CLIN	Conditional	1/1
	Mandatory if adding Pack Data.	
	Click the Pack CLIN button to begin packing items inside the packages.	
Add Pack CLIN	Conditional	
	Mandatory if adding Pack Data.	
Package ID Type	Conditional	16/64
	Mandatory if adding Pack Data.	
	All Package ID Types entered will be displayed in the Dropdown menu.	
Quantity Packed	Conditional	1/1
	Mandatory if adding Pack Data.	
	If adding Pack Data, all line items must be packed.	
	For MOCAS Zero Lot shipments, Pack quantities must balance to the Actual QTY. (not the Qty. Shipped).	
Pack All UIDs	Conditional	1/1
	The Pack All UIDs checkbox will present itself when UIDs are included with the line item.	
	The Vendor must select the UIDs to be packed.	
Unpack All UIDs	Conditional	1/1
	The Unpack All UIDs checkbox will present itself when UIDs are included with the line item.	
Pack	Conditional	1/1
	The Pack checkbox will present itself when UIDs are included with the line item.	
Mark Indicator	Conditional	1/1
	If the indicated UIDs would be packed in multiple boxes (by selecting Y for Multiple Box Indicator on the CLIN/SLIN/ELIN	

	tab) AND associated a UID with each item, then the vendor will need to mark each Package ID with the UID.	

RFID: The Five Packing Layers

There can be a total of five layers for packing (RFID tagging). The diagram below depicts these five levels. Each layer is then described in detail below the diagram.

Layer 5 - Movement Vehicle (truck, aircraft, ship, train)

Layer 4 - Freight container (20 or 40 foot Sea Vans, 463L Pallets with net)

Layer 3 - Unit Load (Warehouse pallet, tri-wall packaging, commercial fiberboard packaging): One or more transport units or other items held together by means such as pallet, slip sheet, strapping, interlocking, glue, shrink wrap, or net wrap, making them suitable for transport, stacking, and storage as a unit. In distribution, an item or assembly of items assembled or restrained for handling and transportation as a single entity.

Layer 2 - Transport Unit (cartons, boxes - second level packaging): Packaging designed to contain one or more articles or packages or bulk material for the purposes of transport, storage, handling and/or distribution.

Layer 1 - Package (first level packaging - the "bubble pack"): The first tie, wrap or container of a single item or quantity thereof that constitutes a complete identifiable pack. A product package may be an item packaged singularly, multiple quantities of the same item packaged together or a group of parts packaged together.

Layer 0 - Product item (individual item): A first level or higher assembly that is sold in a complete end-useable configuration.

2.19 EDI/FTP

The Energy Receiving Report may be created using the EDI 856 or the Energy Receiving Report UDF as the basis for submitting the required data.

3 Document Inspection

Depending upon the type of ERR being created this may be an optional or mandatory step

The Inspector acts as a first point of review within the government workflow process. The Inspector is able to:

- Inspect the document.

- Reject the document to the Initiator.

- Create an Energy Receiving Report:

    o The Inspector has the ability to create a Energy Receiving Report on behalf of the Vendor. All requirements in the Vendor paragraphs of this section are applied to that document when it is created.

    o Inspector may **not** add UID data nor may they create an ERR with a DCMA Admin By DoDAAC.

    o The system will prohibit a user with a role of "Inspector", registered against a Navy ERP Logistics location code, from creating an Energy Receiving Report.

3.1   Header Tab

Header Tab

Label	Entry Requirement	Size
CQA	Conditional	1/1
	Checkbox. Checking this box, also checks the Acceptance checkbox. If not checked, then the Reject to Initiator must be checked.	
Reject to Initiator	Conditional	1/1
	Checkbox. If not checked, then the CQA and Acceptance boxes must be checked.	
Date Received/Inspection Date	Conditional	10/10
	Format: YYYY/MM/DD and cannot be more than one day after current date. Not used if the Reject to Initiator is checked. The Inspection Date can be: • Any date prior to the server date • The same as the server date • One day after the server date	
Acceptance Date	Conditional	10/10
Inspection and Acceptance Date fields will both be mandatory for a S/S Receiving Report.	Mandatory upon acceptance. The Acceptance Date must be within one day prior to the Inspection Date and up to one day post-server date.	

Signature	Conditional	1/64
	Not used if the Reject to Initiator is checked.	

3.2   Address Tab

The Inspector may **not** adjust any data on the Address tab.

3.3   Line Item Tab

The Inspector can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

The Inspector will not be able to enter the Qty Accepted Amount for D/D, D/O or O/O Energy Receiving Reports.

Note: The iRAPT system will default the quantity accepted to the quantity shipped.

Line Item Tab

Label	Entry Requirement	Size
Qty Received	Conditional	0.01/8.2
	Entry available for each Line Item.	
Type Designation Method	Conditional	1/1
Type Designation Value	Conditional	1/80
	Required when Type Designation Method is selected.	

3.4   Pack Tab

The Inspector may **not** adjust any data on the Pack Tab. It is View Only tab.

3.5   Misc. Info Tab

Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for reduced amount or rejection.	
Attachments	Optional	20MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20MB; however, this is subject to change.	
Type Designation Value	Conditional	1/80
	Required when Type Designation Method is selected.	

3.6   Additional Information

In the event that a lesser quantity is inspected/accepted by the government than was shipped by the Vendor, an e-mail is sent to the Vendor indicating that the document has been inspected/accepted for a lesser quantity. The Vendor may then log on to WAWF and review the document and its associated comments to determine why the quantity inspected/accepted was less than the Quantity Shipped. The UIDs rejected have the check box under the Reject column checked.

In the event the document is rejected, the document flows back to the Vendor's rejected ERRs folder and all UID information is correctable.

WAWF provides the means to Inspect/Accept/Reject specific UIDs that have been entered on the ERR by the Vendor. However, the Inspector/Acceptor is not able to change/modify any data submitted by the Vendor as part of the UID or its associated data elements. If corrections are needed and the government user deems the corrections of magnitude (or the business process calls for it), the document is rejected to the Vendor for correction and resubmission.

DCMA Inspectors logged on with a User ID and Password are provided with an additional Inspection button on source inspection Energy Receiving Reports. Upon clicking the "Inspect / Date / Sign / Submit" (for Source/Destination and Source/Other documents) or "Accept / Date / Sign / Submit" (for Source/Source documents) the document is automatically signed, dated, and processed through to the next step in the workflow. For Source/Source documents, if there are UIDs present, the "Accept All UIDs" box will be automatically checked.

4 Document Acceptance

This is a **mandatory** workflow step for all types of ERRs.

The Acceptor acts as the government approver and locks the approved amount for payment. The Acceptor is able to:

- Accept the document.

- Reject the document.

- Create an Energy Receiving Report:

  o The Acceptor has the ability to create a Energy Receiving Report on behalf of the Vendor. All requirements in the Vendor paragraphs of this section are applied to that document when it is created.

    o Acceptor may **not** add UID data nor may they create an ERR with a DCMA Admin By DoDAAC).

    - The system will prohibit a user with a role of "Acceptor", registered against a Navy ERP Logistics location code, from creating a Energy Receiving Report

- For D/D Energy Receiving Reports, Accept By will always be the same as the Ship To code. The Accept By location code will be populated with the Ship To location code.

4.1 Header Tab

Header Tab

Label	Entry Requirement	Size
Action Block Entries	Mandatory	1/1
Acceptance Date	Mandatory	10/10
	During the acceptance of an ERR, user may enter a receipt date and/or acceptance date. If the Acceptance Date is prior to the Receipt Date, the user will be prompted to confirm that it is correct.	
Signature Date	Mandatory	10/10
	Per-populated with system date when signature applied to document.	
Signature	Mandatory	
	Not available on rejections.	

4.2 Address Tab

The Acceptor may **not** manipulate any information on the Address tab. It is View Only tab.

4.3   Line Item Tab

The Acceptor can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

Line Item Tab

Label	Entry Requirement	Size
Quantity Accepted	Conditional	0.01/8.2
	The Acceptor will not be able to enter the Qty Accepted Amount for D/D, D/O or O/O Energy Receiving Reports with no inspection. Note: The iRAPT system will default the quantity accepted to the quantity shipped.	
Type Designation Method	Conditional	1/1
	During the acceptance of an ERR, user may enter a receipt date and/or acceptance date. If the Acceptance Date is prior to the Receipt Date, the user will be prompted to confirm that it is correct.	
Type Designation Value	Conditional	1/80
	The Type Designation Method and Type Designation Value fields are conditional of each other. If one is entered, then entry of the other is mandatory.	

4.4   Misc. Info. Tab

Misc. Info. Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for Rejection.	

DSS Acceptance VIA 861 inbound	The 861 will update the Energy Receiving Report within WAWF with the Acceptance data, to include the identification of the Acceptor and date of Acceptance.	
Attachments	Optional	20MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB; however, this is subject to change.	

4.5   Pack Tab

The Inspector may **not** adjust any data on the Pack Tab. It is View Only tab.

5 Payment Processing

This is a Mandatory workflow step.

The Payment Office is able to:

- View history if the document comes in EDI.

- Recall document from history and make available for recall.

- Suspend the document.

5.1   Header Tab

Label	Entry Requirement	Size
Action Block	Mandatory	1/1

5.2   Address Tab

The Pay Clerk may not adjust any data on this tab.

5.3   Line Item Tab

The Pay Clerk may not adjust any data on this tab. The system will allow Pay Official to view the CDRL Attachment.

5.4   Misc. Info. Tab

Label		Entry Requirement	Size
Comments		Conditional	1/2000
	ALL	Mandatory for Rejection.	
Attachments		Optional	20MB
	ALL	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB; however, this is subject to change.	

5.5   Extract

Source/Source

- For DCMA Administered and Non-MOCAS paid contracts an 856-011 and 856-201 are sent to MOCAS after Source Acceptance.

- For DCMA Administered and Non-MOCAS paid contracts an 861 is sent to the proper entitlement system after Source Acceptance or LPO Certification.

- For non-DCMA Administered contracts an 861 is sent following Source Acceptance.

- 856_011_VOID and 856_201_VOID extracts may be sent to the pay location code on the last voided Energy Receiving Report.

Source/Destination

- For DCMA Administered and Non-MOCAS (ODO) paid contracts an 856-011 is sent after Source Inspection.

- For DCMA Administered and Non-MOCAS (ODO) paid contracts an 861 is sent to MOCAS and the entitlement system after Destination Acceptance or LPO Certification (Note: For CAPS-C/IAPS-E the 861 ONLY goes to MOCAS).

- For non-DCMA administered contracts an 861 is sent following Destination Acceptance.

- 856_011_VOID extracts may be sent to the pay location code on the last voided Energy Receiving Report.

Destination/Destination

- For DCMA Administered and Non-MOCAS paid contracts an 856-011 is sent to MOCAS following Vendor submission.

- For DCMA Administered and Non-MOCAS (ODO) paid contracts an 861 is sent to MOCAS and the entitlement system following Acceptance.

- For non-DCMA administered contracts an 861 is sent following Acceptance.

- 856_011_VOID extracts may be sent to the pay location code on the last voided Energy Receiving Report.